

**MINUTES OF THE GENERAL MEETING  
OF THE BIGFORK COUNTY  
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on August 12, 2020 at the District office. President Lloyd Ross presided.

**ATTENDEES:**

*Directors: Gene Helberg, Tom Cahill, Lloyd Ross, Bob Keenan, Seth Price*  
*District Employees: Sergio Lopez, Mimi Wildeman, Bob Hand, John Inabnit, Tyler Hantz, Cindy Inabnit*  
*Engineering: Jeff Cicon P.E, Morrison Maierle*  
*Public: None*

**Pledge of Allegiance**

**READ AND APPROVE MINUTES:**

The minutes of the July 15, 2020 General Board Meeting were reviewed for approval Keenan made a motion to approve the minutes Helberg seconded and it was unanimously.

*RESOLVED*, That the minutes of the July Board Meeting be approved as submitted

**CONSENT AGENDA**

Ross asked for discussion, no further discussion Cahill made a motion to approve, Keenan seconded, it was unanimously.

*RESOLVED*, That the Consent Agenda be approved

**READ AND APPROVE AGENDA**

Ross asked for discussion, Ross wanted to add Designation of Authority in the Absence of Julie Spencer under New Business, Cahill made a motion to add Woods Bay discussion and Designation of Authority in the Absence of Julie Spencer to New Business approve, Helberg seconded, it was unanimously.

*RESOLVED*, That to add Woods Bay discussion, and Designation of Authority in the Absence of Julie Spencer to new business be approved

**OLD BUSINESS**

**Operations Report-** Ross asked for discussion. Lopez informed the Board on the July events, after discussion Cahill made a motion to approve the Operators Report, Helberg seconded, and it was unanimously.

*RESOLVED*, That the Operators Report be approved as submitted

**Engineering update, Jeff Cicon**

**Water System**

- **Task Order #37: Water Tank and Transmission Line Project:**

- The Standpipe Rehabilitation Project has been awarded to Maguire Iron, Inc. The construction contract has been signed. Their preliminary schedule is to begin work around the 19<sup>th</sup> of August. Morrison-Maierle is coordinating submittals and other pre-construction paperwork with them and SRF.
- We have completed a preliminary design Transmission Main and drain line portion of the project but need the tank site design to proceed. MDT has been contacted about the project since there will be two crossings of Highway 35 (one for the 16" transmission main and the other for the drain line).
- We have started preliminary access road and site grading design of the tank site based on the tank supplier's drawings. There will need to be a 10' clear zone around the foundation of the tank during construction for equipment. There are also several seismic considerations that we are working through given the tank's location on a slope.
- Since it has been 4 years since the tank was sized (in the PER), we are reviewing that the size will be adequate for a 20-year planning period from today and not 2016.

## **Wastewater System**

- **Task Order #36: Bay Sewer Replacement Project**

- All of the necessary easements have been signed. There are two easements that we have not been able to get signature, but these are not necessary for the project to proceed. We are working with Bond Council on how to deal with these properties. It is likely the District will need to send them a letter letting them know their current service will be discontinued after the project is completed.

- **Task Order #36 (Continued)**

- The project was advertised for bid starting August 9. A pre-bid meeting is scheduled for August 20 with a bid opening on September 9. Based on discussion at the last board meeting and with staff, we are allowing the contractor greater flexibility with schedule, allowing them to start in the spring of 2021 rather than this fall.
- Discussion was had regarding the change of the September Board meeting, Helberg made a motion to have it on September 16<sup>th</sup> at 11:00 am, Cahill seconded, it was unanimously  
*RESOLVED*, That the September 16<sup>th</sup> at 11:00 am

## **Development Review**

- The Settlement Subdivision – APEC Engineering submitted their electrical design for the Lift Station and Morrison-Maierle reviewed it and provided one minor comment to be addressed. MDEQ has not yet signed off on the project.
- Saddlehorn No. 11 – Julie and I met with Mike Fraser to discuss a modification to a service line. They are waiting approval from MDEQ on the project.

## **NEW BUSINESS-**

**DN Tank Rehab Quote-** Ross called for discussion, Lopez informed the Board on why and what was needed, the cement in the storage holding tanks are sloughing off, which causes problems when hauling out of storage they have to rebuild the pumps. Cahill made a motion to request an updated quote to include bonding and for the Board to give the Construction Committee authority to approve work to be done, Keenan seconded, and it was unanimously.

*RESOLVED*, That the to request an updated quote to include bonding and for the Board to give the Construction Committee authority to approve work to be done,

**Designation of Authority in the Absence of Julie Spencer-** Ross called for discussion, after discussion was had Cahill made a motion to have Sergio Lopez be designated to Operations and Mimi Wildeman to Administration, Keenan seconded, and it was unanimously

*RESOLVED*, That the **Designation of Authority in the Absence of Julie Spencer** to have Sergio Lopez be designated to Operations and Mimi Wildeman to Administration be approved

## **COMMITTEE REPORTS**

*Annexation, Main Extensions & Construction ..... Helberg & Cahill*  
Account 1799-00 and 1800-00 informational update on progress

*Purchase of Additional CD Investment –..... Price & Ross*

- FDIC Investments- follow Auditors recommendation

*Employee Insurance, Compensation & Certification & Safety ..... Helberg & Keenan*

- Review of Employee Handbook
- September meeting will be our next Quarterly Safety Meeting

*Pretreatment Regulations ..... Cahill & Price*

*Budget & Rate Structure ..... Helberg & Ross*

*Rules & Regulations ..... Cahill & Price*

- *Rules and Regulations* - on going needs to include Engineer Standards and Grease Trap Rules & Regs (design).

*Farmland..... Helberg, Cahill*

- Helberg stated that our Sludge truck is in Billings and they are getting ready to put the tank on.

## COMMUNICATIONS

**Woods Bay Water District-** Ross gave an update on where we are at with the agreement with Woods Bay Water & Sewer District the Agreement has been signed and is complete it will run through September 30, 2020. Cahill made a motion to approve the Agreement, Keenan seconded, and it was unanimously

*RESOLVED*, That the Woods Bay Agreement be approved

## ADJOURNMENT

Ross called for a motion to adjourn. Keenan moved, Price seconded, and it was unanimously

*RESOLVED* that the public meeting be adjourned at 12:30 p.m.

Ross stated that him and the Board appreciate how the crew is taking the initiative to take care of business during Julies absences.

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Secretary, Mimi Wildeman

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Minutes approved by:

President Lloyd Ross